

**ARIZONA DEPARTMENT OF TRANSPORTATION  
ENGINEERING CONSULTANTS SECTION**

**2004 - 2005**

**CONSULTANT PREQUALIFICATION PACKAGE**

**(Period Covered January 1, 2004 through December 31, 2005)**



**RETURN REQUESTED INFORMATION TO:**

**Engineering Consultants Section  
205 South 17<sup>th</sup> Avenue, Room 293E, Mail Drop 616E  
Phoenix, AZ 85007**



# Arizona Department of Transportation

Intermodal Transportation Division

206 South Seventeenth Avenue Phoenix, Arizona 85007-3213

Janet Napolitano  
*Governor*

Victor M. Mendez  
*Director*

November 15, 2003

Bill Higgins  
*Acting State  
Engineer*

Dear Consultant:

Attached is a copy of the Year 2004 - 2005 Consultant Prequalification Packet. At your earliest convenience, please complete your application and return to Engineering Consultants Section (ECS). This information will serve to notify ECS of your firm's interest in doing consulting work with the Department, and the type of work your firm is seeking to perform.

Upon approval of your prequalification packet, you will be notified by mail and your firm will be retained on our ECS mailing list for future contract solicitations. You will be notified by e-mail of all current advertisements, upcoming projects, information bulletins, etc. This information is also available at our web site at <http://www.dot.state.az.us/about/ecs/index.htm>

The expiration date of your current Prequalification package is December 31, 2003. Please note that we have changed our prequalification process to cover a two calendar year period beginning January 1, 2004 through December 31, 2005. Prequalification applications may be filed with Engineering Consultants Section at any time throughout the year or along with your proposal submittal.

You may copy the existing forms or generate your own forms that must contain the required information. You may mail or deliver the completed application to the undersigned at:

Arizona Department of Transportation  
Engineering Consultants Section  
205 South 17th Avenue  
Mail Drop 616E, Room 293E  
Phoenix, Arizona 85007

Questions may be directed to the undersigned or Ms. Cris Garza at (602) 712-7525.

Sincerely,

SUSAN TELLEZ  
Contract Administrator  
Engineering Consultants Section

Enclosure

ENGINEERING CONSULTANTS SECTION  
INSTRUCTIONS AND INFORMATION  
FOR FILING  
APPLICATION FOR CONSULTANT PREQUALIFICATION

All firms desiring to offer their services as a Prime Consultant for consultant work advertised by Engineering Consultants Section (ECS) must make application for prequalification. Application should be sent to Engineering Consultants Section, 205 S. 17th Avenue, Room 293E, Mail Drop 616E, Phoenix, Arizona 85007. Questions may be directed to (602) 712-7525.

The following information is required:

1. Transmittal Letter: A letter must be submitted, signed by the owner or corporate officer attesting that all information contained in the application for consultant prequalification is true and accurate.

The following statement must be incorporated in your firm's Transmittal Letter:

I, as an officer of this firm, or pursuant to the attached letter of authorization, am duly authorized to certify the information requested herein;

To the best of my knowledge, the elements of information provided herein are accurate and true, as of the below date; and

The firm shall comply with all state and federal equal opportunity and nondiscrimination requirements and conditions of employment in accordance with A.R.S. Title 41 Chapter 9, Article 4 and Executive Order No. 99-4 dated March 26, 1999.

2. Consultant Information Sheet (ECS Form #1): Information provided will be used to develop the prequalification/mailling list. The Department must be immediately notified of any change in address or change in e-mail address.
3. Affirmative Action/Disadvantage Business Enterprises: Submit a copy of your firm's policy and/or a statement regarding Affirmative Action and use of Disadvantaged Business Enterprises (DBE).

The following statement must be incorporated in your firm's Affirmative Action Plan:

Equal Employment Opportunity Policy Statement: It is the policy of this company not to discriminate against any employee, or applicant for employment, because of race, color, religion, creed, national origin, sex, age, disabilities, or disabled veterans and Vietnam era veterans. Such actions shall include, but are not limited to, employment, upgrading, demotion, transfer, recruitment, or recruitment advertising; laying-off or termination; rates of pay or other compensation; and selection for training, and on-the-job training. Also, it is the policy to insure and maintain a working environment free of harassment, intimidation and coercion.

4. Organizational Structure: A copy or listing of the firm's corporate organizational structure showing parent company, subsidiaries or affiliates - firms interrelated in any manner to the firm, specifically architectural, professional engineering and construction firms.

If a corporate organizational structure is not applicable, a statement to that effect must be made, i.e., ABC Consulting is a sole proprietorship and not related to any other firms in any manner.

5. Arizona Technical Registration & Licensing Information, (ECS Form #2): ADOT requires an engineering firm, as well as, the principal or officer of the engineering firm who is responsible for an ADOT contract to be properly registered.

Names and registration number of any members of your firm who are registered to practice in the State of Arizona should be listed on ECS Form # 2. In addition, please provide your firm's technical registration number and/or contractor's license number.

6. Other Supportive Information (Optional Item): Additional information may be provided as appropriate such as resumes, historical information on firm, staff overview, company philosophy, current job progress, company brochures and references.

#### FILING OF STATEMENTS

Prequalification applications may be filed with Engineering Consultants Section at any time, unless specifically waived in the solicitation request. You must have an application on file when submitting a Proposal or submit same with the Proposal clearly marked "PREQUALIFICATION INFORMATION".

#### PERIOD OF QUALIFICATION

Prequalification applications for 2004 – 2005 will be considered valid through December 31, 2005. Please notify ECS of significant changes in your firm i.e. address changes, organizational changes, etc.

#### CERTIFICATION OF DISADVANTAGED BUSINESS ENTERPRISE (DBE)

Firms wishing to be considered as Disadvantaged Business Enterprises may request information from: Arizona Department of Transportation, Civil Rights Office, 1739 W. Jackson, Room 127P, MD 154A, Phoenix, Arizona 85007, or by calling telephone (602) 712-7761; FAX (602) 712-8429.

#### REGISTRATION REQUIREMENTS

The Arizona Department of Transportation requires firms or corporations to have a principal or officer, responsible for an ADOT, contract to be properly registered.

Firms wishing further information on Technical Registration for Architects, Assayers, Engineers, Geologists, Home Inspectors, and Land Surveyors may contact Arizona Board of Technical Registration, 1990 West Camelback Road, Suite 406, Phoenix, AZ 85015-3465, Phone: 602-255-4053 or visit their website ([www.btr.state.az.us](http://www.btr.state.az.us)).

For further information on Contractor Licensing information contact Arizona Registrar of Contractors, 800 West Washington, 6<sup>th</sup> floor, Phoenix, AZ 85007, Phone: 602-542-1525 or visit their website ([www.rc.state.az.us](http://www.rc.state.az.us)).

For further information on real estate Licensing information contact Arizona Department of Real Estate , 2910 North 44<sup>th</sup> St., Suite 100, Phoenix, AZ 85018, Phone: 602-468-1414 or visit their website ([www.re.state.az.us](http://www.re.state.az.us)).

ENGINEERING CONSULTANTS SECTION  
GENERAL INFORMATION

\_\_\_\_\_  
Approved ECS

PLEASE CHECK AS APPLICABLE:

- \_\_\_\_ ARIZONA-OWNED FIRM  
\_\_\_\_ OUT-OF-STATE FIRM  
\_\_\_\_ ADOT-CERTIFIED DBE FIRM

FIRM SEEKING PREQUALIFICATION: \_\_\_\_\_

MAILING ADDRESSES::

PRIMARY FIRM NAME: \_\_\_\_\_  
NAME OF INDIVIDUAL: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS \_\_\_\_\_

ADDITIONAL: FIRM NAME: \_\_\_\_\_  
NAME OF INDIVIDUAL: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

ADDITIONAL: FIRM NAME: \_\_\_\_\_  
NAME OF INDIVIDUAL: \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_  
E-MAIL ADDRESS: \_\_\_\_\_

PLEASE CHECK TYPES OF SERVICES WHICH EMPLOYEES ARE QUALIFIED TO PROVIDE. THIS INFORMATION MAY BE USED TO TARGET MAILINGS.

<input type="checkbox"/>	Archaeological/Historical Surveys
<input type="checkbox"/>	Architecture
<input type="checkbox"/>	Bridges/Structures
<input type="checkbox"/>	Civil Engineering (General)
<input type="checkbox"/>	Construction Administration/Management
<input type="checkbox"/>	Electrical Engineering
<input type="checkbox"/>	Environmental
<input type="checkbox"/>	Hydrology/Hydraulics
<input type="checkbox"/>	Landscape Architecture

<input type="checkbox"/>	Materials Testing/Geotechnical
<input type="checkbox"/>	Mechanical Engineering
<input type="checkbox"/>	Research
<input type="checkbox"/>	Right of Way
<input type="checkbox"/>	Sanitary/Wastewater
<input type="checkbox"/>	Surveying
<input type="checkbox"/>	Traffic Engineering
<input type="checkbox"/>	Transportation Planning
<input type="checkbox"/>	Other (Specify)

# ENGINEERING CONSULTANTS SECTION

## REGISTRATION AND LICENSING INFORMATION

The Arizona Department of Transportation requires firms or corporations to have a principal or officer, responsible for an ADOT contract, to be properly registered.

Please provide the names, type of registration, and registration/license numbers of any members of your firm who are registered to practice in the State of Arizona.

FIRM NAME \_\_\_\_\_

FIRM ADDRESS \_\_\_\_\_

FIRM REGISTRATION:

	<u>TYPE OF REGISTRATION:</u>	<u>LICENSE/REGISTRATION NO.</u>
<input type="checkbox"/>	Board of Technical Registration (BTR)	_____
<input type="checkbox"/>	Real Estate License (RE)	_____
<input type="checkbox"/>	Contractor License (C)	_____

EMPLOYEE NAME	TYPE OF REGISTRATION	LICENSE/ REGISTRATION NO.